

Speeches

27 January 1969

Richard C. Grimes
Manager Corporate Record Services
Westinghouse Electric Corporation
Box 47
Boyers, Pennsylvania 16020

Dear Mr. Grimes:

I was informed recently by Ozzie Newgard, of the National Archives, that you and I are going to share 1½ hours of time at the upcoming American University's Institute on Vital Records Protection. According to Ozzie our topic will be Operating the Program, which seems to be rather general when compared with the other specific topics to be covered.

After giving considerable thought to our subject, I felt that the operating aspects could be limited to the procedures established for the actual transfer of the Vital Records, the control and maintenance and ultimate disposal of same at a "Vital Records Repository". This would recommend the establishment of a total operating system that would result in the timely availability of these essential records when needed.

If my assumption is correct, I would further assume that you would cover industrial systems possibly patterned after your Westinghouse procedure while I would draw upon my knowledge of government operations for my portion of the program.

I would appreciate your comments on my interpretation of coverage and most anxiously await any suggestions you may have.

You can reach me at the following address or by calling AREA CODE

25X1

25X1

Records Management Officer
Central Intelligence Agency
Washington, D.C. 20505

Sincerely,

25X1

25X1 DDS/SSS/RAB/ (27 January 1969)